

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
PROGRAM _____

JOB CLASSIFICATION: UNIT SUPERVISOR (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Administers the routine nursing services of a unit; coordinates the work of a unit and works as a liaison between unit staff on different shifts; trains and develops shift leads and instructs level-of-care nursing personnel in nursing, habilitation and rehabilitation techniques for clients/patients; continuous management and supervision of a unit that offers routine and supportive nursing service.

40%

Personnel Management and Supervision:

Schedule and direct the activities of nursing service personnel assigned to a level of care unit during a 24-hour period; orient, teach, counsel, and evaluate the performance of assigned personnel; promote individual staff development. Directly supervise staff as assigned by Program Director/Designee. **Supervises and ensures subordinate staff are accounting for all utensils to prevent their use as weapons; inspecting and shaking down patients for hazardous contraband and inspecting unit for possible security breaches that may signal an impending escape attempt. Schedules nursing staff on the unit so as to meet standards of coverage and reviews unit overtime, use of unscheduled time off, and initiate corrective action as needed.** Develop and maintain effective lines of communication and promote positive morale. Meets with Nursing staff on all three shifts on a regular basis to observe and assess treatment activities and progress. Provides mentoring and training for shift leads and level of care staff to develop their skills for future advancements. **Take active role in implementing operations to meet departmental and hospital EEO standards. Assure performance standards are met, as required by hospital policy and relevant State law, through the annual performance evaluation process:** Ensures that each Psychiatric Technician and Registered Nurse on his/her Unit possesses and maintains a current license as a condition of continued employment. Identifies his/hers unit's staff performance, deficiencies, training needs, and takes the appropriate actions to ensure compliance.

30%

Program Administration/Organizational Performance:
Responsible for Unit Operations, which includes effectively

communicating and ensuring staff are following Administrative Directives, Nursing Procedures and Program Policies. Promote and implement the principles of Performance Improvement and Quality Assessment and Improvement. Monitor and maintain Unit compliance with JCAHO and Licensure standards. Ensures audit systems are in place and used on their unit for procedures including restraint/seclusion, security inspections, daybooks, shakedown logs, and RN/PT required documentation and monitors these on a regular basis for compliance. Reviews Emergency Drills, Fire Drills, Pharmacy audits, SIR's and associated reports. Serve as Program Officer of the Day (POD) on a rotating basis. Responsible for the timely, complete and accurate submission of various required reports. Is responsible for twenty-four hour Supervision of a treatment unit in maintaining a clean, safe, secure, non-violent environment. Adjusts regular schedule in order to provide leadership and supervision on the unit periodically and during critical situations or whenever directed by Program Management.

15% **Delivery of Treatment Services:**
Ensure development of an appropriate and effective treatment delivery system and monitor for compliance. **Promote effective interdisciplinary treatment teamwork and establish an environment conducive to the framework of Biopsychosocial Rehabilitation.** Cooperate with other treatment team members to plan and coordinate a total treatment plan for each patient on the unit. **Supervise the delivery of treatments and medications and ensuring all policies are being followed. Collaborates with the HSS/CNS staff to assure the delivery of quality nursing care.**

15% **Leadership and Representing the Program Department:**
Maintain effective interpersonal relationships in order to meet the operational needs to achieve the Program's and Hospital's stated mission. **Investigate and adjust or recommend solutions to complaints from forensic patients.** Attend Program meetings and Hospital wide Unit Supervisor meetings as scheduled. **Is familiar with applicable nursing service bargaining contracts; monitors supervisory interventions on their unit to prevent potential labor contract violations.** As assigned, drafts recommendations for Program policy/procedure, which are congruent with Nursing Procedures and Administrative Directives. Acts as a liaison between the Unit and Program Management and makes self-available to the unit staff to discuss issues pertaining to the Unit. **Cooperative and positive in work group meetings and able to**

effectively communicate information to staff.

2. SUPERVISION RECEIVED

Program Director via Nursing Coordinator provides administrative supervision. The Coordinator of Nursing Services provides Clinical Supervision through the Criteria Based Performance Evaluation.

3. SUPERVISION EXERCISED

- Direct supervision of three shiftleads, and Unit nursing staff, which includes PLPT, PTTC, PTA, PTT, PT, PRN, RN, LVN, RNSL, SPT, and Janitor.
- Is responsible for twenty-four hour Supervision of a treatment unit, patients and staff.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Fundamental nursing care and pharmacology; legal aspects of client/patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of mentally disabled or mentally disordered offenders; principles and practices of unit management; principles and techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in the EEO Program and processes available to meet EEO objectives.

ABILITY TO:

Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a State Hospital level-of-care unit; follow directions; analyze situations accurately and take prompt, effective action; keep records; develop clear and concise reports.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Adult ☐ Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Sexual Harassment policy
- Relationship Security-Demonstrates professional interactions with patients and maintain therapeutic boundaries.

Write in Your Programs Site Specific Competencies

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- ◆ Medication Administration oversight and monitoring
- ◆ Preparation of Evaluations
- ◆ Completion of AB 409 series and annual updates
- ◆ Ability to develop shiftlead and schedule/supervise/monitor performance of unit staff
- ◆ Relationship Security
- ◆ Patients Rights Advocacy Program
- ◆ Shakedown policies
- ◆ Pain Management

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.
- Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nurses.

7. TRAINING - Training Category = 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Program Director Signature

Print Name

Date